

How to run Crystal Reports from within ProVal Plus

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You can run the majority of Crystal Reports right in ProVal Plus, thus getting rid of the need to open Crystal Reports every time you need to run a report. The following shows you how to accomplish this task (this assumes you have updated the Custom Report Administrator with the last update received from TSB):

The screenshot shows the ProVal Plus application window. The 'Reports' menu is open, displaying a list of reports. A callout box on the left states: 'From the Reports Menu, choose 'Custom,' then drag your mouse down the list until you reach the report you want to run.' Another callout box on the right states: 'Click on report you want to run.' A third callout box at the bottom left states: 'If your report is further down the list, hold your mouse pointer over this arrow to scroll down the list. There will be a corresponding arrow at the top of the list to go back up if you need.' The list of reports includes: 'CURRENT_COMMON', 'EDIT_CERTIFICATION', 'TSB1600C-Allocations 90 Checking', 'TSB1630C-Allocations Analysis-Parcels Checked to be Posted', 'TSB1635 -Allocations Analysis-Zero_Unusual Entries', 'TSB1640C-Allocations Analysis-Parcels Ready for Certification', 'TSB1647C-Allocations_DwellandMH With No Value.rpt', 'TSB1650C-Allocations Edit', 'TSB1690C-Allocations_Improvements_1-Posted', 'TSB1690C-Allocations_Improvements_2-Posted', 'TSB1710C-Allocations_Land 1-Posted', 'TSB1720C-Allocations_Land 2-Posted', 'TSB1750C-Allocations to Extensions Edit', 'TSB1830C-Batch Valuation Analysis', 'TSB1910-Category 15 Without 37 Analysis', 'TSB1940-Certification Analysis', 'TSB1960C-Certified Parcels Summary', 'TSB1980-Certified Parcels Summary_by Method', 'TSB2230-Check for Duplication Land Master records', 'TSB2310C-Commercial Income-Posted', 'TSB2475C-Economic Units Analysis_Edit', 'TSB2541-No Wall Height', 'TSB2560C-Exempt Parcels Checked to be Posted', 'TSB2575-Extensions Audit', 'TSB2580C-Extensions Edit-Posted', 'TSB2720C-Group Code Land to Improvement Edit', 'TSB2860C-Group Codes Analysis-Parcels Checked to be Posted', 'TSB2920C-Group Codes Used - Select neighborhoods', 'TSB2955C-Homeowner Eligible', 'TSB2960C-Homeowners Eligible Edit-Posted', 'TSB3020C-Illogical Categories Edit', 'TSB3110C-Improvements With Negative Values', 'TSB6895C-Parcels With Group Codes In Mult Prop Rcds', 'TSB7200C-Parcels With Review Year Memos Without Being Priced', 'TSB8100C-Parcels Still Need To Post', 'TSB8310C-Pre Certified Parcels', 'TSB8650C-Reconciliation Table Analysis-Parcels Checked to be Posted', 'TSB8700C-Reconciliation Costing Type Values-Posted', 'TSB8730C-Review Year Edit', 'TSB9280C-Summary Count by RvYear and Method', 'TSB9320C-Test Parcels Status', 'TSB9360C-Trended Parcels-Posted', 'TSB9490C-Valuation Analysis - Parcels Posted', 'TSB9495C-Valuation Analysis-Certified', 'TSB9555C-Valuation By Group-Certified Only', 'TSB9585C-Valuation By Group In Detail-Cert only (select groups)', 'TSB9685C-Valuation to Val_Detail Balancing (List only parcels not in balance)', 'TSB9698C-Value By Parcel-Certified Only', 'TSB9700C-Valued But Not Certified. (ran after all rolls done)', and 'PAID Parcel'. A scroll bar is visible on the right side of the list.

From the Reports Menu, choose 'Custom,' then drag your mouse down the list until you reach the report you want to run.

Click on report you want to run.

If your report is further down the list, hold your mouse pointer over this arrow to scroll down the list. There will be a corresponding arrow at the top of the list to go back up if you need.

After clicking on the report you want to run, a “Crystal Reports Batch Processing” window will appear and may remain on your screen for several seconds... **WAIT** for the ‘Report Preview’ window to appear.

Once the Report Preview window appears, you may or may not get the ‘Enter Parameter Value’ entry box. If a report needs parameters, this box will appear, if not, the report will just run.

Once the report is complete, you may print, export, or re-run by using these icons.

You can change the view size, navigate from page to page or search the document using the search icon.

If you want to change which printer to send the report to, click on the ‘Setup Printer’ button. When you are through with the report, click on ‘Done.’